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18 February 1955

CONFIDENTIAL

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Weekly Report for the Week Ending 18 February 1955

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No Change in Class. ☐
☐ Declassified
Class. Changed To: TS ☒ (C)
Auth.: RM 78-2
Date: 10-19-78 By: 35

1. General

a. [REDACTED]

- (continued item)

[REDACTED] representative contacted this Office concerning a recent letter signed by the DD/S which requested that this Agency be notified, on a current basis, of plans for construction. Indications were made that the [REDACTED] would reply to this letter in the near future and that no action will be taken for final approval of the above plan without prior negotiations with this Agency.

2. Projects and Studies in Process

a. The Inspector General's Report - (continued item)

The preparation of the reply to the Inspector General's report, due 1 March 1955, is approximately ninety percent complete. It is anticipated that detailed comments and letter of transmittal from the DD/S to the DDCI will be forwarded in the near future.

3. Administration

a. New Allotment Account - Agency Headquarters Building - (new item)

Informal notification has been received from the Comptroller's Office that account number 5-6811-20 (vouchered funds) and entitled "Plans and Construction" has been established in the Agency Chart of Allotment Accounts to provide for the funding of the construction of a new Agency Headquarters Building. A tentative allocation of \$25,000. has been approved for allotment under this account.

4. Supply Division

a. Cataloging Handbooks - (completed item)

Current editions of Cataloging Handbooks H 2-3 and H 6-1 have been received from the Government Printing Office. These Handbooks will be distributed on a world-wide basis and should be an asset in the development of a uniform cataloging program for the Agency.

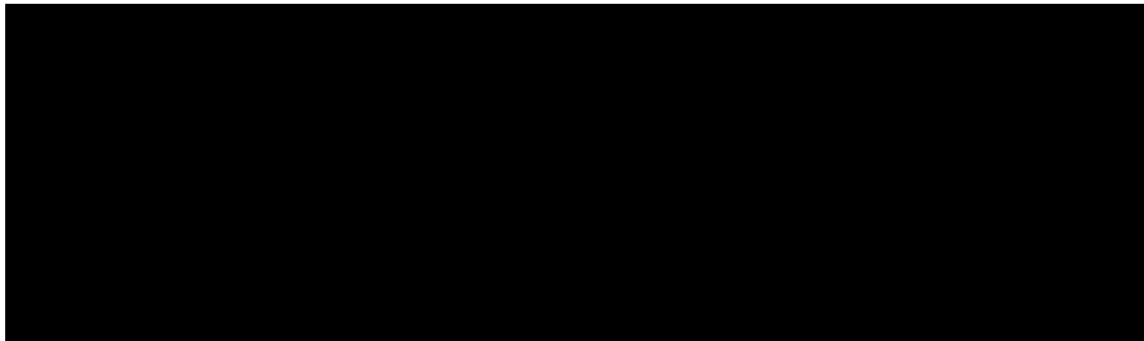
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5. Transportation Division



1s/

JAMES A. GARRISON
Director of Logistics

LO/TR&P/ARL:mk (18 Feb. 1955)

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